

FIG. 1

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① 122 Name _____ Physician _____ 101	⑪ _____ Name _____ Physician _____ 111
② _____ Name _____ Physician _____ 102	⑫ _____ Name _____ Physician _____ 112
③ _____ Name _____ Physician _____ 103	⑯ _____ Name _____ Physician _____ 113
④ _____ Name _____ Physician _____ 104	⑭ _____ Name _____ Physician _____ 114
⑤ _____ Name _____ Physician _____ 105	⑮ _____ Name _____ Physician _____ 115
⑥ _____ Name _____ Physician _____ 106	⑯ _____ Name _____ Physician _____ 116
⑦ _____ Name _____ Physician _____ 107	⑰ _____ Name _____ Physician _____ 117
⑧ _____ Name _____ Physician _____ 108	⑱ _____ Name _____ Physician _____ 118
⑨ _____ Name _____ Physician _____ 109	⑲ _____ Name _____ Physician _____ 119
⑩ _____ Name _____ Physician _____ 110	⑳ _____ Name _____ Physician _____ 120

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Log Book

Confidential Sign-In System

Practice Name: _____

Date From: _____

Date To: _____

FIG. 2A

Instructions for Using the Confidential Sign-In System

- 201 ▲ WRITE DATE in upper corner of the page being used in the "Patient Sign-In Log".
- 202 ▲ Place a sheet of "Patient Sign-In Labels" on clipboard and put at front desk, or wherever a sign-in sheet has been put in the past.
- 203 ▲ PEEL labels from the sheet immediately after each patient signs in, and TRANSFER to the "Patient Sign-In Log". (Be sure to note that there are numbers on both the labels and the spaces on the log. The label numbered 1 should be placed in the space numbered 1, and so on down the page.)
- 204 ▲ MORE THAN ONE PAGE can be used for any one day. ALWAYS FILL OUT THE DATE at the top of the log sheet.
- 205 ▲ If a label needs to be rewritten, write "VOID" in the log in the appropriate space, OR write "VOID" on the label and transfer to the corresponding space in the logbook.

Recommended Procedure

- 206 ▲ IF labels are left on the sheet at the end of the day, IT IS IMPORTANT THAT THE SHEET OF REMAINING LABELS BE DESTROYED. Use a NEW SHEET of labels for every NEW DAY.
- 207 ▲ ALWAYS USE A NEW PAGE IN THE LOG FOR A NEW DAY AND START A NEW SHEET OF LABELS FOR EACH NEW DAY. This will allow for accurate accounting of the number of patients seen on any particular day.

OR

Alternate Method #1

- 208 ▲ Do not destroy remaining labels at END OF DAY. START NEXT DAY where you stopped the day before, staying in sequence. Make a mark in the logbook to indicate the end of one day and the start of the new day, noting the new date in the margin. (i.e. if there are only 12 patients one day, you can start the next day using label #13, in space #13, making a noticeable mark to indicate the start of the next day.)

OR

Alternate Method #2

- 209 ▲ Do not destroy remaining labels at end of day. START NEXT DAY on a new page in the logbook, indicating the new date in the space provided, BUT put label in the appropriately numbered space (i.e. label #13 goes in space #13, just on a new log page).

FIG. 2 B

① 324 Place Patient Name Label Here 322 306	⑥ Place Patient Name Label Here
② Place Patient Name Label Here 307	⑦ Place Patient Name Label Here
③ Place Patient Name Label Here 308	⑧ Place Patient Name Label Here
④ Place Patient Name Label Here 309	⑨ Place Patient Name Label Here
⑤ Place Patient Name Label Here 310	⑩ Place Patient Name Label Here

Date _____

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FIG. 32

<p>11</p> <p>Place Patient Name Label Here</p>	<p>16</p> <p>Place Patient Name Label Here</p> <p>311</p>
<p>12</p> <p>Place Patient Name Label Here</p>	<p>17</p> <p>Place Patient Name Label Here</p> <p>312</p>
<p>13</p> <p>Place Patient Name Label Here</p>	<p>18</p> <p>Place Patient Name Label Here</p> <p>313</p>
<p>14</p> <p>Place Patient Name Label Here</p>	<p>19</p> <p>Place Patient Name Label Here</p> <p>314</p>
<p>15</p> <p>Place Patient Name Label Here</p>	<p>20</p> <p>Place Patient Name Label Here</p> <p>315</p>

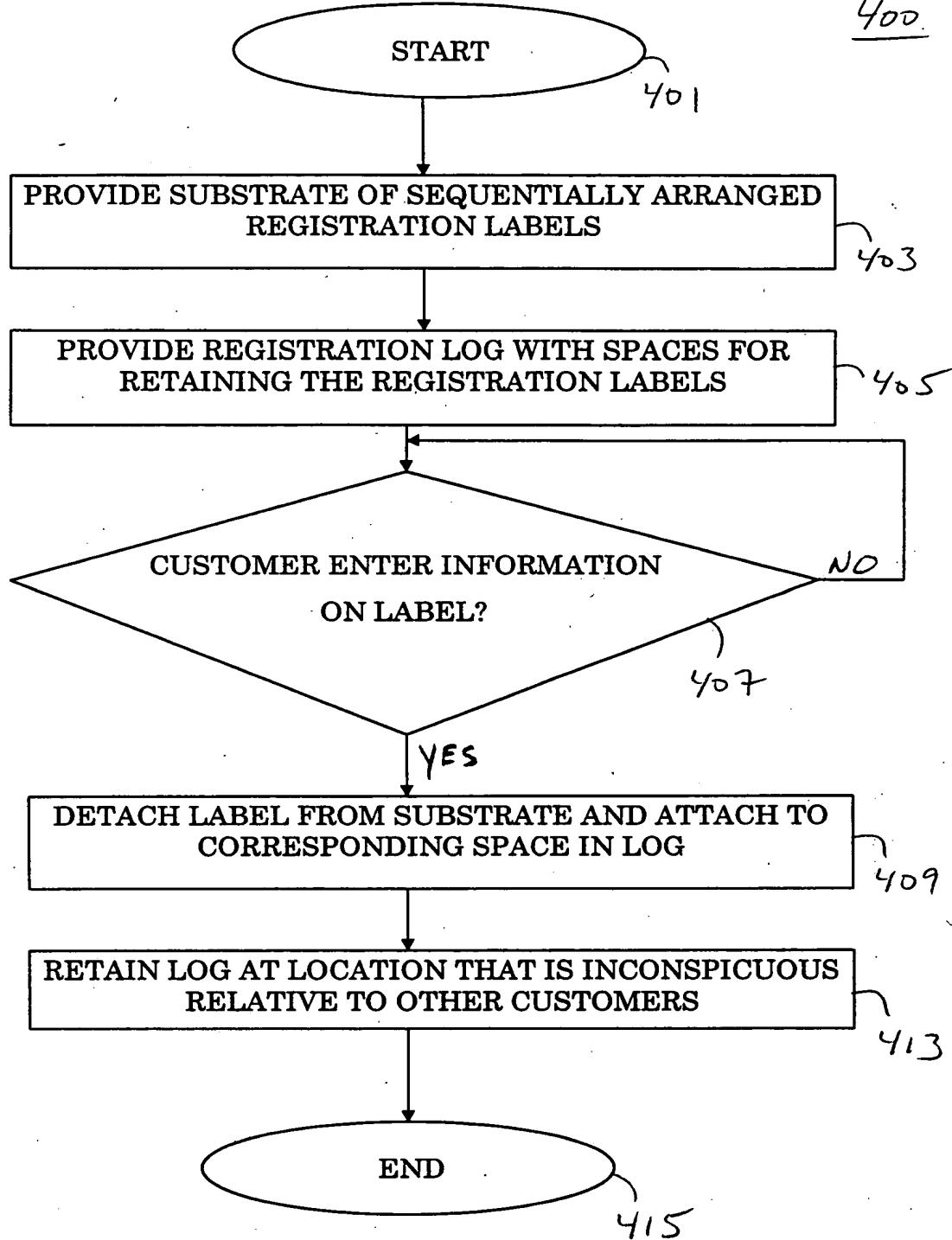


FIG. 4